



Herndon Festival Civic Organization Participation 2006 Fact Sheet

The Herndon Festival Planning Committee welcomes participation by local Civic Organizations and Herndon High School Clubs in exchange for volunteer hours. The standard agreement allows for an organization to provide the Herndon Festival with 50 hours of volunteer service in exchange for the space to sell a single food or beverage item on Saturday and Sunday of the Herndon Festival. However, there are other ways for your organization to participate. Actual volunteer requirements are tiered based on participation. We work with many groups that provide less than 50 volunteer hours and we strongly encourage their participation.

Participation is defined as a single booth space during festival for the sale of a single item (usually food) that is approved by the Herndon Festival Planning Committee. The operating hours of the Herndon Festival are listed below.

	<u>Festival Operating Hours</u>	<u>Volunteers Scheduled Between:</u>
Thursday:	6PM-10PM	4:30PM- 11PM
Friday:	5PM-10PM (Carnival later)	4:00PM- 11:30PM
Saturday:	10AM-10PM (Carnival later)	6AM - Midnight
Sunday:	11AM-6PM	7AM – 8PM
Sunday- Race:	7:30AM Start	6AM – 9:30AM

Note: The above volunteer hours reflect only the possibility of the hours volunteers may be scheduled. Specific volunteer requirements are provided to each organization prior to the event.

Each organization is required to provide their booth. Specific set-up and breakdown times and procedures will be provided and must be adhered to. The booth is required to meet Fairfax County Health Department standards. Regulations may be obtained through the county and are also provided through the Festival Planning Committee for those approved to sell a food item. The booth must be secured in case of inclement weather or high winds, we recommend sand bags weighing a minimum of forty pounds each to secure tents, canopies, etc.

Organizations may struggle to determine what a good item is to sell at the festival where the time and effort put forth generates a significant return. This is where creativity comes into play. The annual festival might lend itself to some unique ideas. First and foremost, keep it simple. All items must be approved in advance by the Festival Committee. Similar items are limited so as not to compete with each other and to ensure variety to the festival. We can help identify potential items, just ask.

The festival can also offer, in certain cases, opportunities to sell festival souvenirs. Please indicate your interest in this on the application form. Currently glow necklaces are one souvenir option.

Organizations receive first right of refusal in future years to sell the same item.

Volunteer opportunities include the following: Entrance Marshal, Stage Crew, Carnival Marshal, Race Course Marshal, Race – Finish Line, Race – General Assistance, Fireworks Marshal, Vendor Set-up, Vendor Parking, Food Area Clean-up and General Support.

Please feel free to direct all questions to John Mosesso at 703-421-8738 or Cindy S. Roeder at 703-435-6800 x 2123.